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MINUTES  
OF THE  
CIA CAREER SERVICE BOARD

7th Meeting, Thursday, 21 May 1953, at 4:00 P.M.

DCI's Conference Room, Administration Building

Present: Lyman B. Kirkpatrick, IG, Chairman  
Robert Amory, Jr., DD/I  
Matthew Baird, D/TR

25X1A9a [REDACTED], Ch/PP

[REDACTED] DAD/NE, Alternate for AD/NE 25X1A9a

25X1A9a [REDACTED] Operations, Alternate for the DD/P  
AD/Commo

W. H. H. Morris, Jr., AD/P

Walter Reid Wolf, DD/A

25X1A9a [REDACTED], CAO/DD/P, Guest

Lawrence K. White, A/DD/A, Guest

25X1A9a [REDACTED], Executive Secretary  
[REDACTED], Reporter

1. The minutes of the 6th meeting of the CIA Career Service Board, held 23 April 1953, were approved.

2. Mr. Kirkpatrick, on assuming the Chairmanship of the Board, announced that he had requested General Morris, [REDACTED] and Colonel Baird to meet with him three Mondays a month and, together with any other member of the Board who so wished, to serve as a task force or steering group to go over matters that come before the Board and to insure that they are ready for policy discussion and the determination that will be made by the Board at its monthly meeting. He recommended that the Board set as its goal, the preparation by the first of September of a statement, "What the CIA Career Service Means to You" that would be available to each and every career employee of CIA. He referred to the desirability of proceeding with the Executive Inventory and of providing, with less paper work if possible, guidance to the several Office Career Service Boards to insure more uniformity in carrying out career service principles. He summarized the three responsibilities for developing the Career Service Program. i.e.,

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a. that of the Board which is responsible for advising the Director and for providing guidance to the Personnel Office,

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b. that of the Personnel Office which is responsible for the administrative task of implementing the Career Service to its fullest extent, and

c. that of the supervisor who in the last analysis is truly responsible for personnel management.

To the supervisor's part in carrying out the program, the Chairman attached the greatest importance.

3. The "Process of Selecting New Career Employees", item 2 on the agenda, together with the comments thereon made by all of the Office Career Service Boards, was discussed at length. This matter was referred back to the Professional Selection Panel with instructions to amplify the proposed procedure and re-submit recommendations to the Board, taking into consideration comments of the Office Career Service Boards.

4. The policy relating to training at non-CIA facilities, item 3 on the agenda, was approved. It was agreed, especially, that the proposed policy would apply to external training (add "external" in paragraph II 1); that the Office Career Service Boards should be used to screen training requests and to provide staff support in terms of career development planning to the Office Head who makes the recommendations to the Director of Training (substitute "recommended" for "determined" and add "and approved by the Office Head concerned" in paragraph II 1 c; substitute "endorsement" for "affirmative recommendation" and "recommendation" for "endorsement" in paragraph II 3 a); that the policy should provide firm guidance but be sufficiently flexible and not restrictive or rigid (substitute "normally" for "only" in paragraph II 1); and that requests for training at Department of Defense schools would be forwarded only when endorsed by the Office Career Service Board concerned (eliminate paragraph II 3 b).

5. The matter of the Executive Inventory, item 4 on the agenda, was tabled and referred to the Steering Group meeting to be held Monday, 1 June.

6. Oral reports on the progress of the Insurance Task Force and of the CIA Honor Awards Board were accepted (items 5 and 6 on the agenda).

7. The Board heard the presentation by Mr. [REDACTED] respecting proposed Career Designations SP and CL for personnel performing administrative support functions and for clerical personnel, respectively, in the DD/P complex. The proposal also envisaged the establishment of Career Boards in the DD/P complex to be responsible for the career planning for these groups of personnel. Colonel White presented the problem of administrative support personnel from the point of view of the DD/A. It was agreed by the Board that Messrs.

25X1A9a [REDACTED] and White would attempt to solve the problem and that in the meantime

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no Career Designations would be established in this area. [Subsequently, Messrs. [REDACTED] and White agreed that administrative support personnel in the DD/P area would receive either the "A" Career Designation and be referred to the DD/A's Career Service Board or a Career Designation referring them to one of the other Boards in the DD/A area, i.e., "PE" to Personnel, "BF" to Comptroller, etc.; that the "SP" Career Designation would not be used; and that a DD/P Administrative Career Service Board would not be established.] It was also agreed by the Board that the DD/P area would establish a Career Designation for clerical personnel in grades 2, 3, 4, 5 and 6 and would organize a sub-board responsible to the DD/P Career Service Board to supervise the career planning for this group of persons.

8. The meeting was adjourned at 1720 to reconvene at the call of the Chairman.

[REDACTED]  
Executive Secretary

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